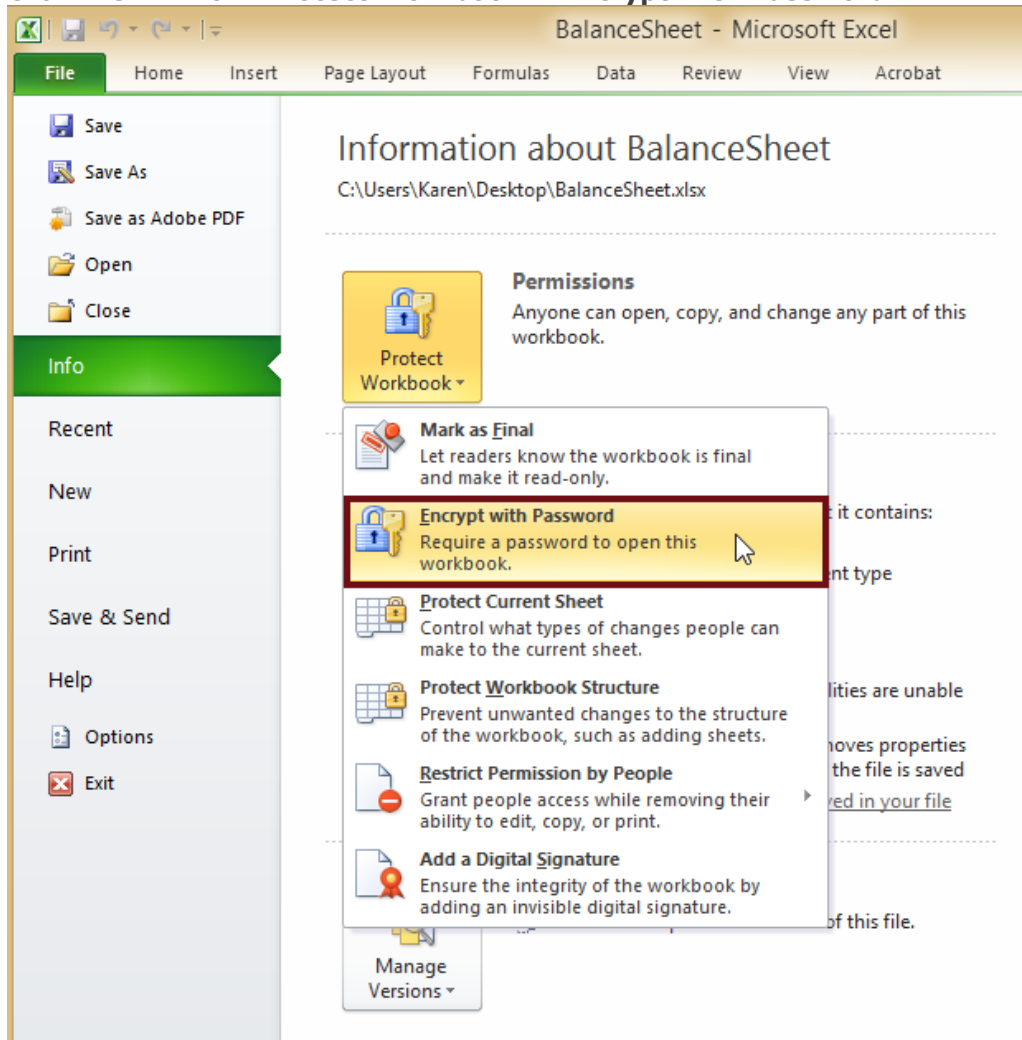
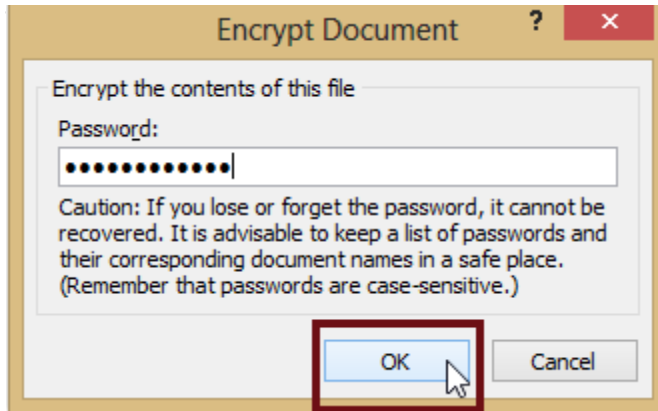


## How To Use a Password To Encrypt and Protect A Word, Excel or PowerPoint 2010 Document Using Built-in Office Encryption

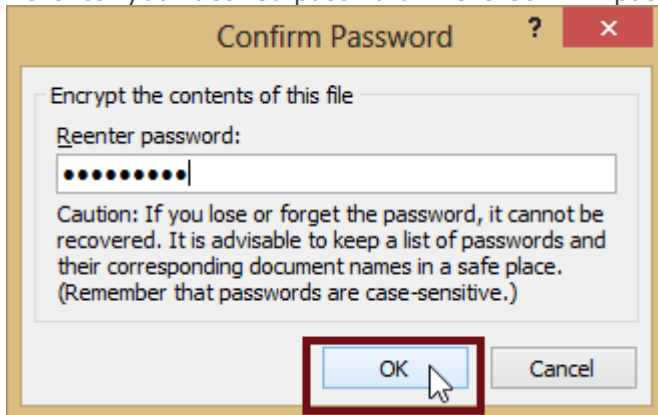
1. Click **File > Info > Protect Workbook > Encrypt with Password**



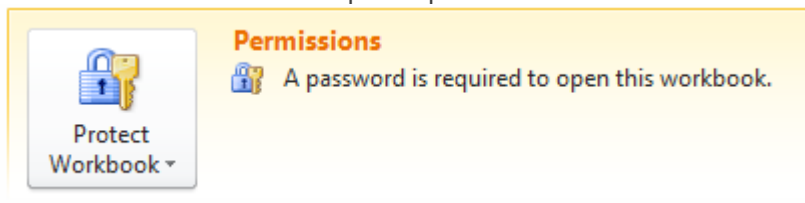
2. Enter a strong password and then select **OK**.



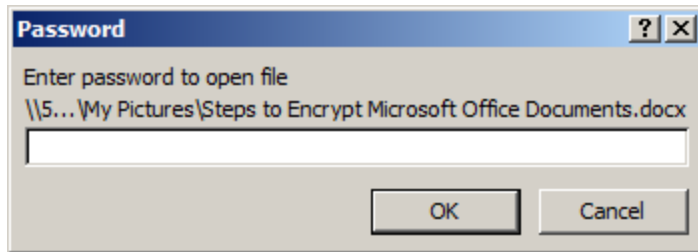
3. Re-enter your desired password in the Confirm password window and click **OK**.



4. The Info shows the new required permissions.

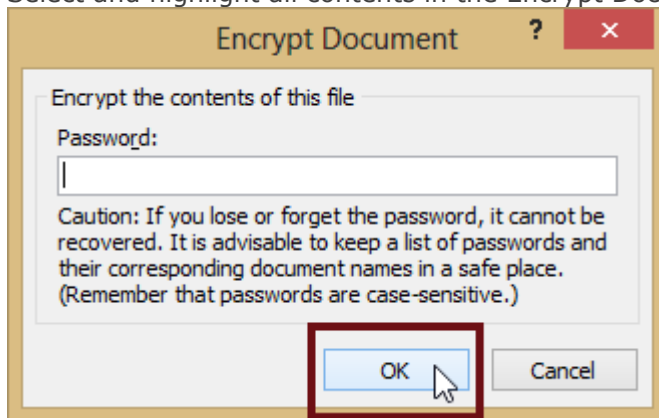


5. When you click on the document you will now be prompted to enter the password.

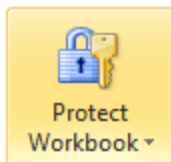


### Removing a Password

1. Repeat step 1 of setting a password.
2. Enter file password in the Encrypt Document window
3. Select and highlight all contents in the Encrypt Document window, and press **Delete**.



4. The Info shows the removal of permissions, indicating the document is not protected.

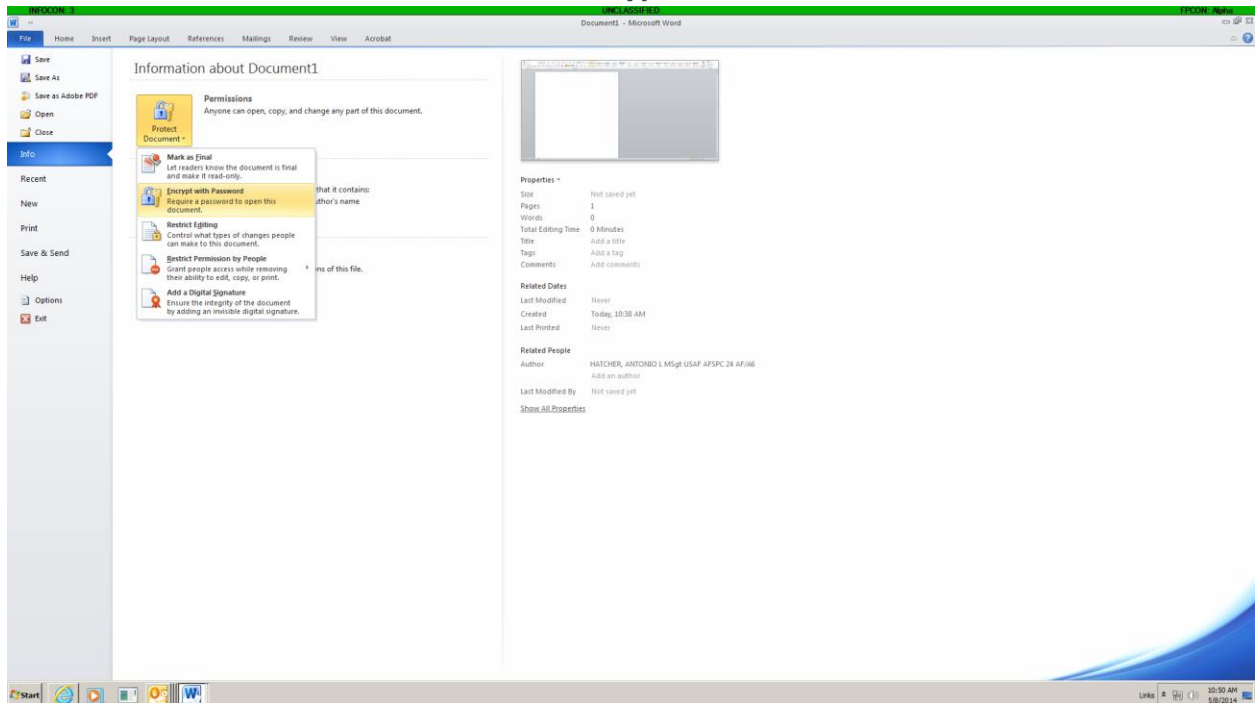


#### Permissions

Anyone can open, copy, and change any part of this workbook.

# Protect your Word document

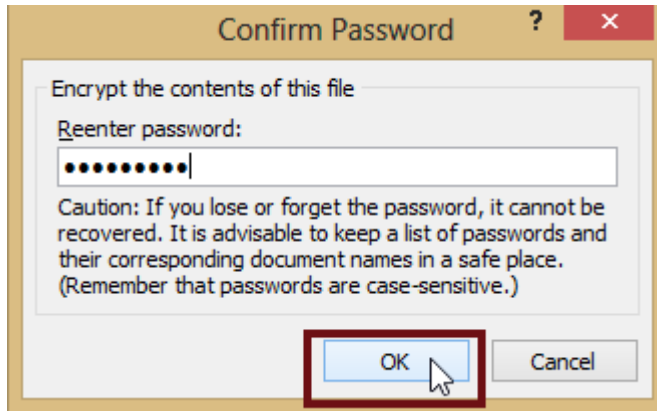
1. Click **File > Info > Protect Document > Encrypt with Password**



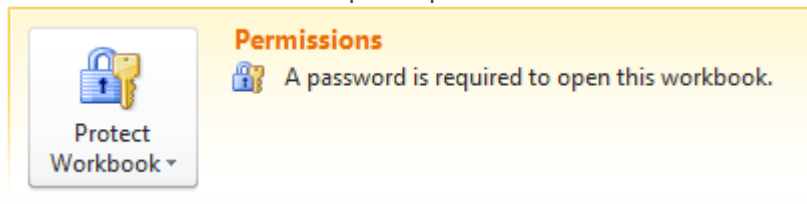
2. The Encrypt Document dialog window appears. Type in a strong password and then select **OK**.



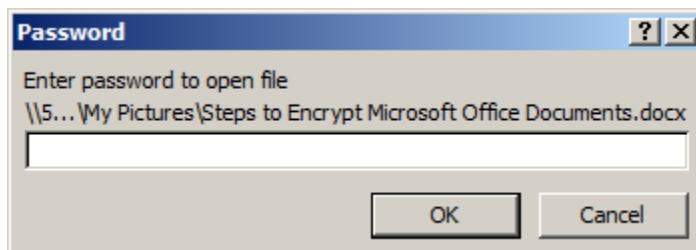
3. Click the **Confirm Password** button in the **Encrypt Document** window and click **OK**.



4. The Info shows the new required permissions.



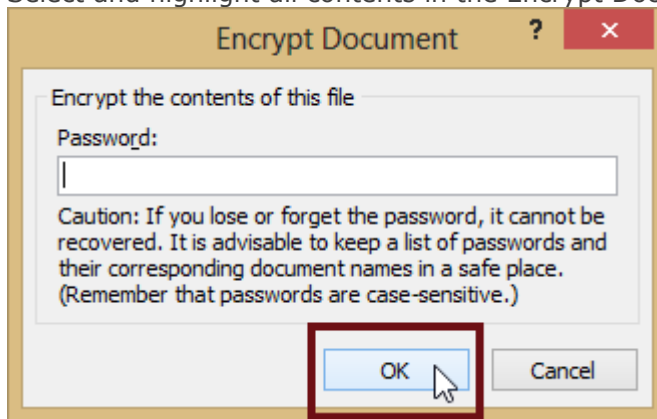
5. When you click on the document you will now be prompted to enter the password.



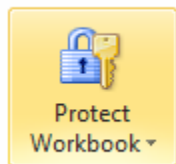
## Removing a Password

1. Repeat step 1 of setting a password.
2. Enter file password in the **Encrypt Document** window

3. Select and highlight all contents in the Encrypt Document window, and press **Delete**.



4. The Info shows the removal of permissions, indicating the document is not protected.

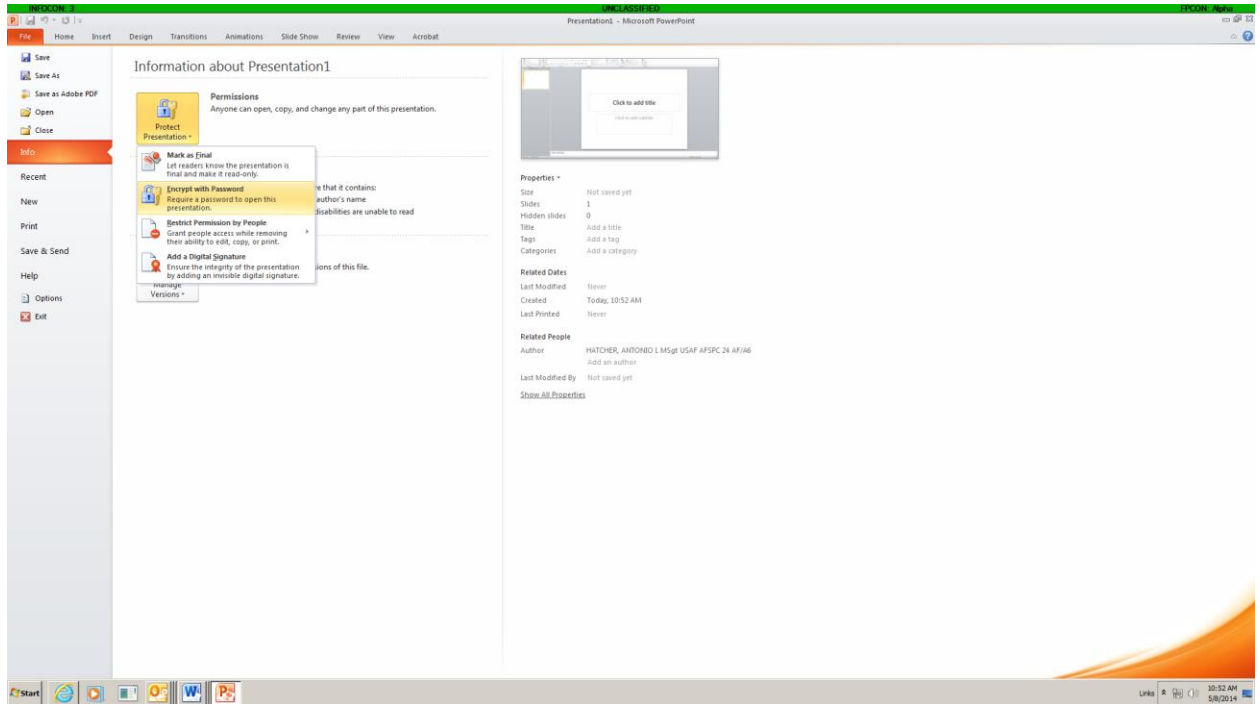


#### Permissions

Anyone can open, copy, and change any part of this workbook.

# Protect your PowerPoint presentation

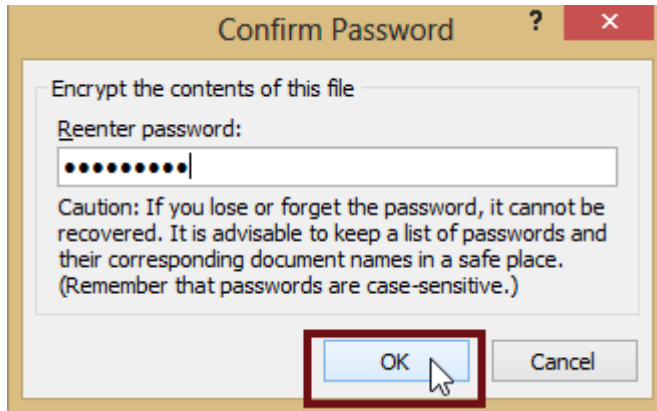
1. Click **File > Info > Protect Workbook > Encrypt with Password**



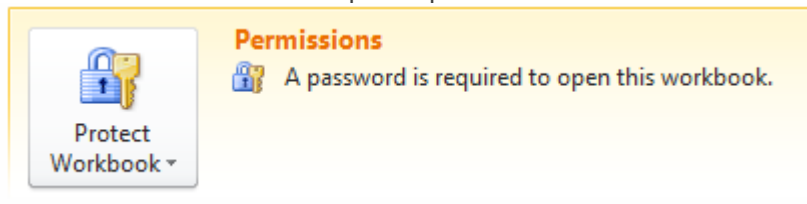
2. The Encrypt Document dialog window appears. Type in a strong password and then select **OK**.



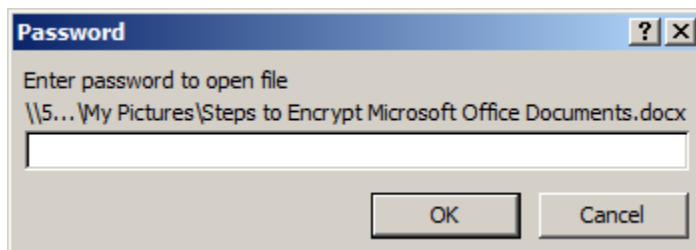
3. Click the **Confirm Password** button in the **Encrypt Document** window and click **OK**.



4. The Info shows the new required permissions.



5. When you click on the document you will now be prompted to enter the password.

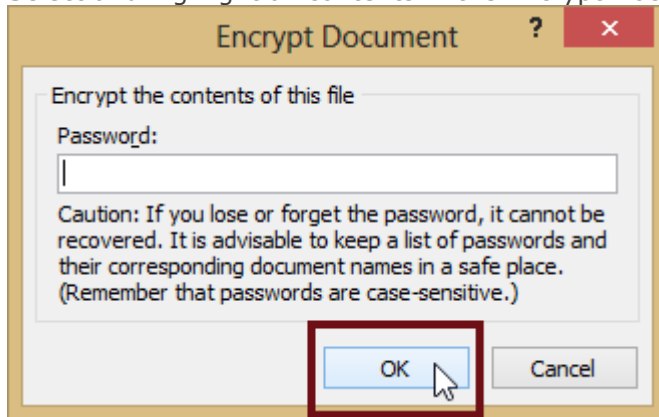


## Removing a Password

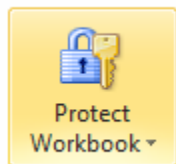
1. Repeat step 1 of setting a password.
2. Enter file password in the **Encrypt Document** window



3. Select and highlight all contents in the Encrypt Document window, and press **Delete**.



4. The Info shows the removal of permissions, indicating the document is not protected.

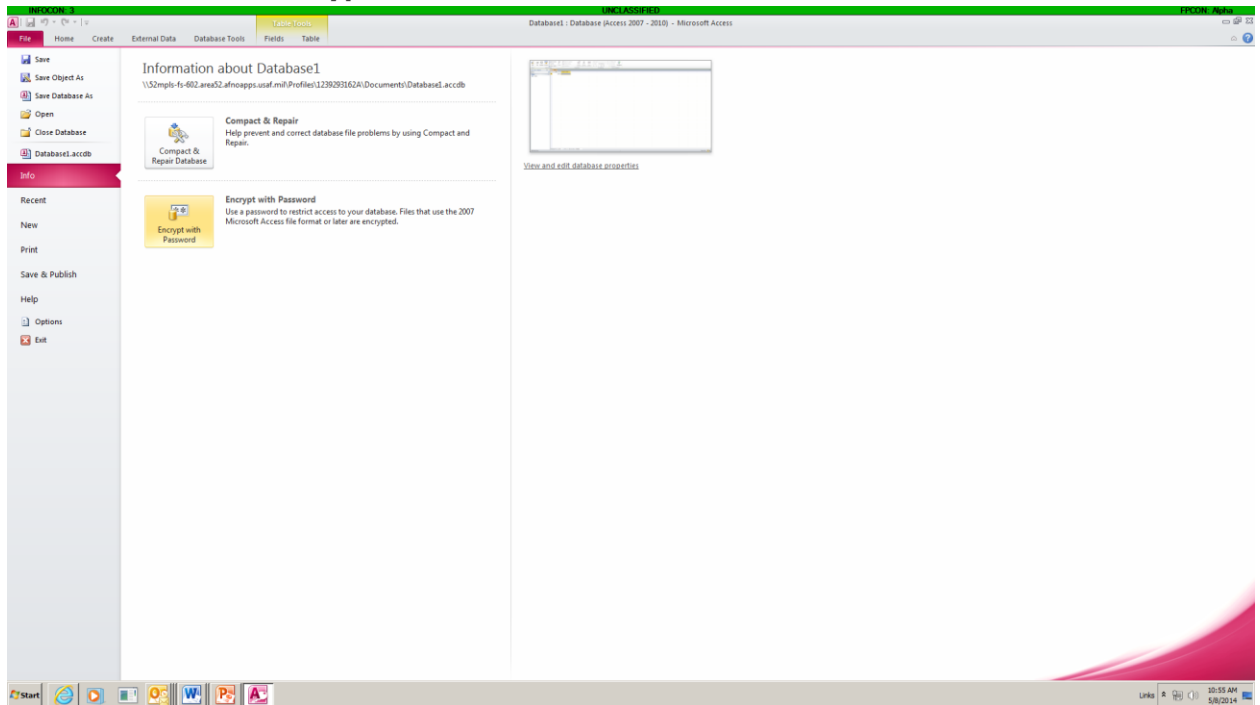


#### Permissions

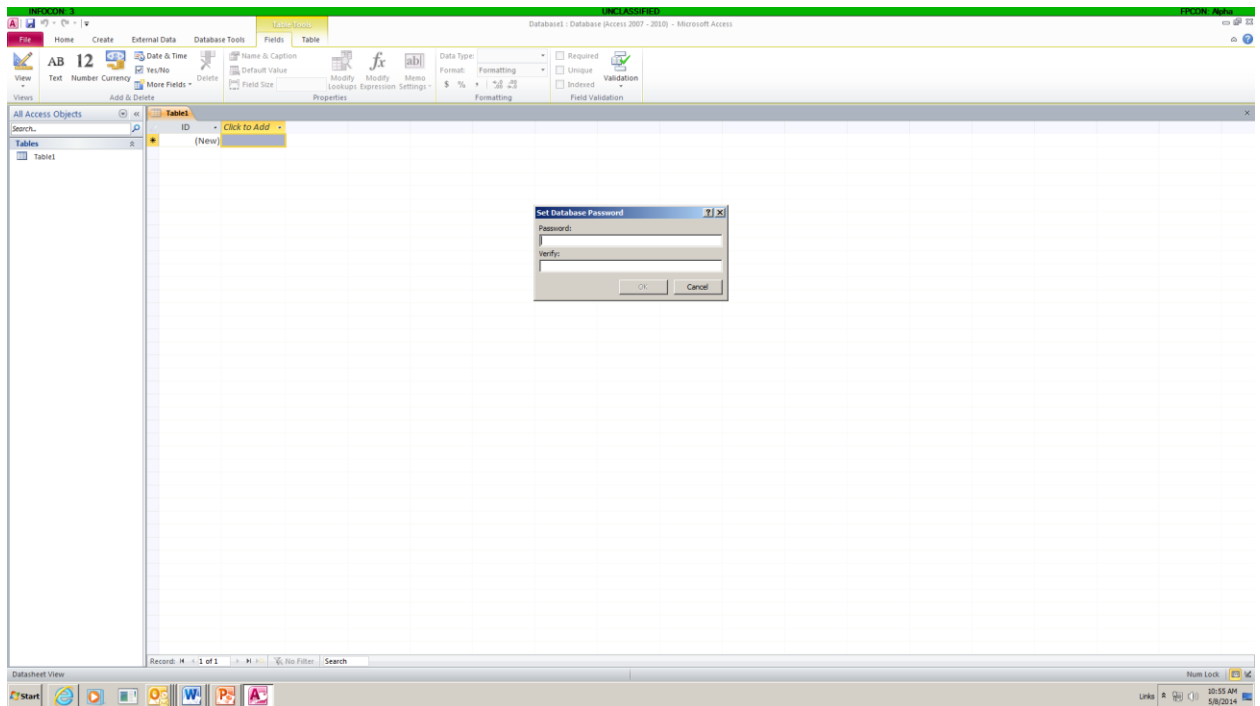
Anyone can open, copy, and change any part of this workbook.

# Protect your Access Database

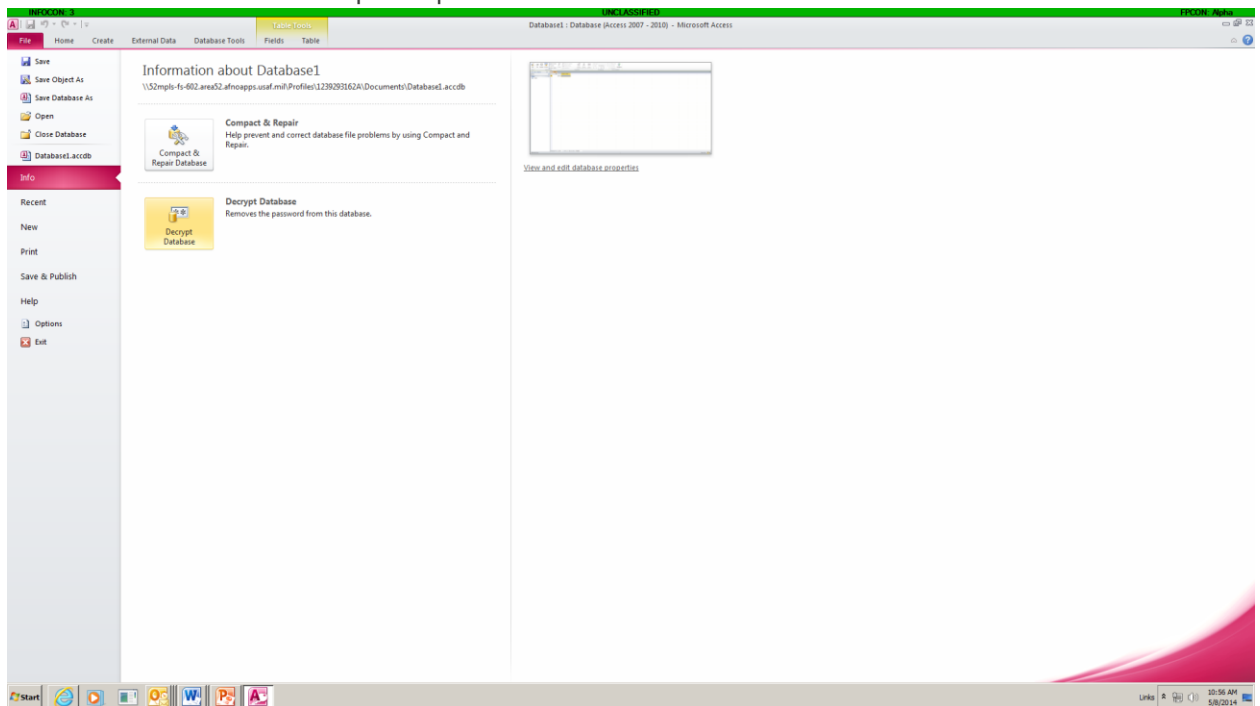
## 1. Click **File > Info > Encrypt with Password**



2. The Encrypt Document dialog window appears. Type in a strong password and then select **OK**.

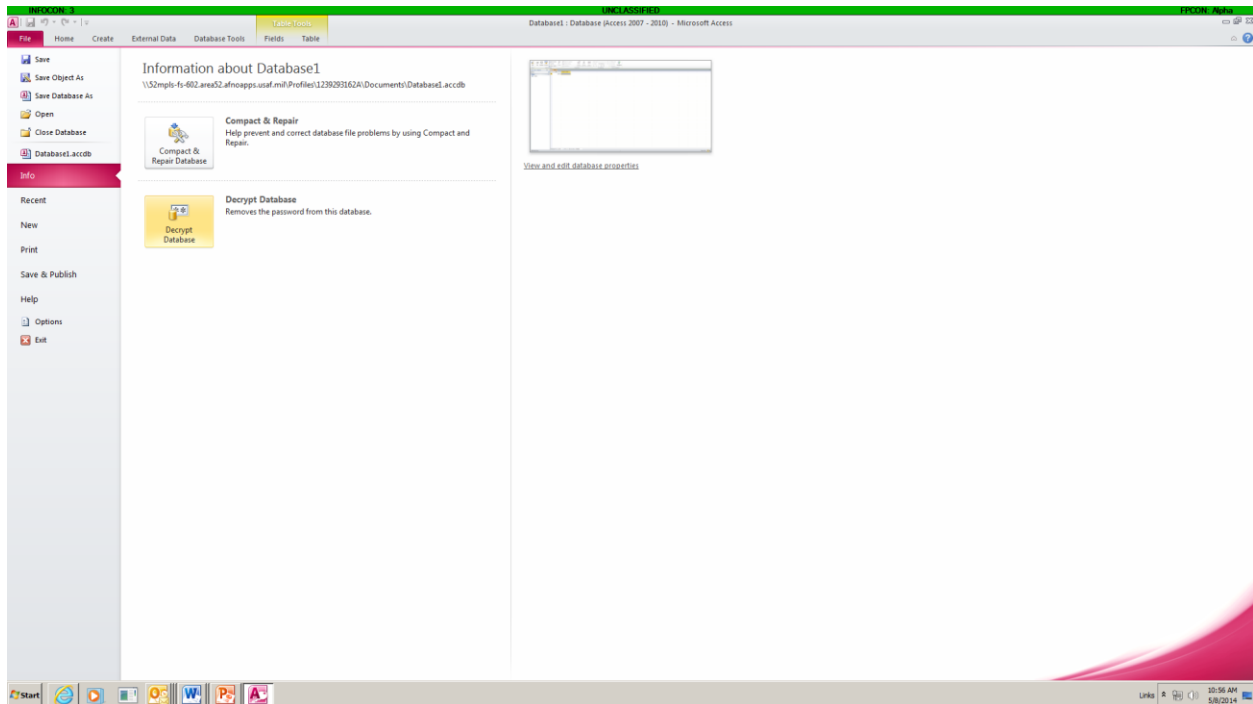


3. The Info shows the new required permissions.



## Removing a Password

### 1. Click **File > Info > Decrypt Database**



### 2. Enter file password to decrypt database

